FEDERAL CITY PERFORMING ARTS ASSOCIATION

BOARD OF DIRECTORS MEETING

Friday, September 20, 1991
Holiday Inn Crowne Plaza

MINUTES

Present:	Directors:	Brayton, Dorr, Gibb, Kranick, McClelland, Moore, Padgett, Resnick, Rogers, Shaw, Streit.
	Staff:	Holloway, Kaufman, Skillman.
Absent:		Moore (no proxy assigned)

The meeting was called to order at 7:31 p.m.

Secretary's Report:

Minutes of the Board Meeting of 8/16/91 were presented. There were two minor corrections. Brayton moved for approval as corrected. Second: Padgett. Approved.

Dorr asked that in the future he would like any written material for distribution to be delivered to Dorr by the beginning of rehearsal break of the Sunday prior to the Board Meeting. He will distribute packets to individuals to the Board during the break.

President's Report:

(No written report) Resnick will be getting regular written reports from Skillman regarding his activities on behalf of the Chorus. He will be sharing with the board gleanings from the reports. The voice mail system is now in place. Resnick encouraged board members to refer to his hand-out of instructions, test the system and to check for messages regularly. He distributed small wallet cards with information regarding codes to be used in getting messages from the system.

Treasurer's Report:

McClelland distributed revised year-end reports and a summary of current cash through 9/20/91. He shared his concern upon receiving $7000 in payables last Sunday, most of which he had not received any prior warning of being outstanding. One was for nearly $5000 for an after-concert party for the Tenth Anniversary concert. He strongly urged members and staff to never have invoices/statements mailed to them personally, but always to the chorus P.O. box.

The consequence of the over-expenditure of revenue to expenses on the 10th Anniversary is a deficit of $7,239.27. There was considerable discussion as to where and why the deficit. Holloway noted that we had never intended the tenth anniversary project to break even.

McClelland outlined in graphic detail the current and near-term cash problems of the chorus. We are at a point where we have now borrowed nearly $29,000 from the endowment fund. He noted that there remains about $1300 in outstanding dues and $2000

in tapes, shirts and tickets outstanding. Streit and McClelland are working on the dues problem. Rogers and Padgett agreed to assist in getting merchandise off the books.

McClelland suggested that there are several events coming up which may replenish the cash that was spent -- season tickets, Camp Glyndon, and the benefit of "The Women". The discussion focused at this point on the need for preliminary commitments from members for GALA IV and the setting up of a payment schedule. With Moore's absence the board was unable to determine if Moore is planning to take on this portion of preparations for GALA. Resnick agreed to consult with Moore and clarify responsibilities.

Regarding the operating loan from the endowment, McClelland indicated that it is his intention to accrue interest on the money borrowed. Regarding back dues, McClelland feels that better controls are in place and such problem will not occur in the future. Our outside auditors proposed a fee of $4200-5200 for the Fiscal Year 91 audit. McClelland feels that this is too expensive and has asked the firm to look again at its figures, especially in light of all the preliminary work that he has already completed.

Resnick suggested that maybe the new Finance Committee can deal with cash problems. Holloway pointed out that we ought not to view dues as admission to parties, etc., but the minimal level of commitment to participate in chorus activities. There will be some preliminary GALA costs that will be due by Dec. 15, 1991--$65 for each performer and $55 for each delegate. The question was raised as to how much chorus members could expect GMCW to subsidize. Resnick noted that at this point, no subsidy is planned.

Motion to accept the Treasurer's Report by Brayton. Second: Padgett. Accepted.

DIVISION & COMMITTEE REPORTS

Capital Club Liaison

Brayton reported. (See attached report). Brayton encouraged all board members to participate in as many club activities as feasible. On Saturday, Sept. 21 the club hosts its annual meeting at Ron Sabacek's. While the Gala is just two days before the benefit of "The Women" it is hoped that the benefit will attract new money. Brayton also noted the auction is scheduled for March 14, 1992.

Production Division

In Korpon's absence Rogers reported that the technical people are still working on tapes from previous concerts. Apparently there are problems with the Vancouver audio tape. Holloway asked about the projected broadcast on DC cable. Rogers reported that no date has been set, but that he understands that the editing of the tape is completed. After inquiry it was clarified that Skip Colborn is the "presenter" for DC cable. Because of cash problems, Vancouver concert tapes will be cash-on-ordering. Padgett asked as to whether we want to continue with the same recording agent after recent problems. There was some discussion regarding doing a taping session in a studio to produce high-quality tapes for grant submissions. Several members commented that the sign-up/availability and process for notification of delivery is very unclear and loose. Resnick asked that the Production Division be directed to investigate possible savings in not video recording selected concerts.

Long Range Planning Committee

Dorr reported that there is no report.

Music Division

Holloway reported that we have two invitations pending:

1. An AIDS Healing Service, Sunday, October 13, 1991 at 7:00 p.m. at Washington Cathedral. From his understanding there have been invitations to local churches for a massed chorus. He understands that GMCW would do 2-3 pieces with more generous "restrictions" that in previous years. Holloway recommends acceptance.

Motion: **To accept the invitation to participate in the service as outlined.** Motion: Brayton. Second: McClelland. **Motion Carried**.

2. To participate in the subscription series at Cedar Lane Unitarian Church on Friday, January 31, 1992. Holloway recommends we take this first venture into suburbia and recommends that we waive our usual fee. Resnick reported that he had already negotiated the fee down to $1,000. The event is to last about 90 minutes including intermission with an "artists reception" following the concert.

Motion: **To accept the invitation to participate in the concert series as outlined.** Motion: Padgett. Second: Brayton. **Motion Carried**.

Holloway asked that a task force be formed to explore possibilities of an European tour for 1993 or 1994. Arie Venema has agreed to chair the group.

Motion: **To set up a task force to study the possibility of an European tour..** Motion: Dorr. Second: Padgett. **Motion Carried**.

Publications/PR/Advertising

Kaufman distributed copies of the just printed season brochure. Amid a wave of oohs and ahs, he reported that 4000 will be mailed this week. There are also 300 posters. He would like to get tear off coupons for attachment to the posters.

In the absence of Bishop, Resnick reported that Bishop will prepare a written report for the Board. Bishop has committed to contacting a minimum of 30 businesses. McClelland asked that we have written commitments from advertisers before beginning to publish **Chorus Call**. There was some discussion regarding a contract for advertising. Bishop is developing a new format.

In the absence of Rosendall, Resnick reported that Rosendall has been approached by the Flirtations looking for GMCW to produce a concert on November 9th. Resnick reported that he has instructed Rosendall that the chorus is unable to undertake the task due to timing. Dorr reported that Rosendall reported that he has sent out press releases on the

season. This coming week Rosendall will send out releases on the Cathedral service with a copy of the season brochure.

Development and Fund Raising

(cf. attached report) Skillman reported that things are nearly in place for "The Women". There will be a flyer inserted in the season brochure, a hand-out for chorus members and a possible Blade ad closer to the performance date depending on ticket sales. Harry Powers has graciously agreed to host the reception following the performance.

Skillman is forming a committee composed of Gibb + two additional members. Doug Mitchell has agreed to take on the task of getting chorus members to write personalized thank-you notes to donors. Holloway and Skillman plan to host small dinners for big donors. Skillman noted that grants require considerable lead-time. He suggested that Long Range Planning may assist in identifying areas for funding.

Skillman is concerned about the quality and accessibility of the current mailing list. He wants to refer the issue to a committee to determine whether this should be brought in-house.

Larry Ross has agreed to take on the selling of Entertainment Guides. Cost is $35, $7 of which goes to the chorus. There is no risk for the chorus. There will be a meeting on October 2 at which Ross will have additional information.

Russ Pepin is selling his interest in Friends. The status of the once-a-month staffing-the-door project may be at risk. Other gay bars have expressed interest in working with the chorus. Included are 808 King Street and Wild Oats.

Membership

Streit reporting. The Blade ads were successful. Thanks goes to Kaufman for his assistance. Streit would like Board Members to host pot-luck dinners for new members (there are 30). Board Members are to let Streit know on Sunday, 9/22, as to their availability.

The question has be raised from the support staff as to whether people can be "associate members" without paying dues. Streit recommends against this--he felt that it would require an amendment to the by-laws.

Shaw raised the question where board members can get copies of the "Requirements for Membership" document. Padgett noted that it was last revised in 1989. Gibb moved **that we table further discussion until we have the document**. Brayton seconded. There was confusion as to what was to be tabled and whether the discussion outlined on the agenda for discussion was to be included. Gibb indicated that that was not his intent. He asked that the discussion be the first item on the agenda for the October meeting or that a special meeting be called to discuss the issue of requirements for membership. Streit indicated that he was not aware of any problem until he received the agenda. Resnick reported that it was his intent to use the discussion to give direction to the Membership Committee.

Gibb withdrew his motion. Brayton agreed to the withdrawal. Discussion proceeded on the issue of whether staff members should pay dues and how arrearages in payments

should be handled. After Brayton and Kranick, & Gibb reported their general concurrence, a consensus emerged on these items. Shaw asked as to what was the issue. Brayton noted that enforcement was a problem in the past.

At this point Holloway clarified that not only are Holloway and Skillman under contract, as has been generally understood by the members, but in the recent past there have been contracts for accompanists, vocal coach and dance master. This was a surprise for some members and changed the focus. Holloway noted that membership ought to be a choice for those who are contracted for services.

Padgett suggested that Membership needs to develop a clear policy. Shaw asked that the matter be put near the front of the next meeting. He is concerned about trying to deal with this issue at the retreat. Gibb asked that members get ideas to the Membership Committee. Streit agreed to announce at rehearsal on 9/22 the day and time of a meeting for all interested to review the issue and prepare the discussion for the October Board Meeting.

Streit reminded members of the bowling night on October 5th. He needs 50-60 people to make the evening a success. He plans to have the roster and name tags for new members out in two weeks.

Ad Hoc Committee on Board Composition

(cf. attached reports dated 8/15/91 & 9/20/91) Shaw reporting. The committee will be doing a survey of GALA chorus. Board members are to get comments on the survey to him.

Other Business:

The November Board Meeting will be on Friday, November 22, 1991 because of the conflict with "The Women". Dorr will check with Moore on availability of the HICP for the meeting.

Because of the press of business, the meeting on October 18 will begin at 7:00 p.m.

The Washingtonian Awards have been cancelled.

Meeting adjourned at 10:07 p.m.

Next Meeting: **Friday, October 18, 1991, 7:00 p.m.**
Holiday Inn Crowne Plaza, Metro Center
Board Room

Richard A. Dorr

Submitted by: Richard A. Dorr
FCPAA Secretary
September 22, 1991